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U.S. Army Combined Arms Center Training



AMERICA'S ARMY

OUR PROFESSION - STAND STRONG

**Training Support System (TSS) Enterprise Mission
Support Services Contract**

Training Service Support

Contract

KICK OFF SLIDES

****LIST TITLE, LOCATION AND TASK ORDER NUMBER ON
THIS SLIDE**



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Common Access Card (CAC)

POC Trusted Agent - TSS Contract
EMAIL AND CONTACT INFORMATION

Alternate Trusted Agent - TSS Contract
EMAIL AND CONTACT INFORMATION



Procedures

- Task Order Program Manager/Security Manager provides list of employees requiring CACs to the On Site COR and TSS Contract Trusted Agent (TA).
- The OS-COR reviews the list and in-processes the Applicant through their local Security Office. The OS COR submits the “cleared list ”from their Security Office to the TSS Contract TA that the Contractor is cleared to perform work on the installation or facility.
- The “Contractor” Security Manager/Program Manager completes the Personnel Security Investigative Portal (PSIP) form for each Contractor and emails the form to the TSS TA.
- TSS Contract TA reviews both the “cleared list” and PSIP to ensure they match then submits the information from the PSIP into the Trusted Associate Sponsorship System (TASS) and generates an application.



Procedures (continued)

- TSS TA provides the “Contractor” Security Manager/Program Manager with the applicant’s USID and password.
- Applicant contacts the “Contractor” Security Manager/Program Manager for USID and password and logs in TASS to verify his/her application information.
- TSS TA approves the information in the TASS and the applicant can then proceed to the nearest RAPIDS ID Issuance facility to obtain a CAC.



Monthly Status Report **(MSR)**

- Contractor shall bill the ~~Government~~ on a monthly basis by;
 - submitting a MSR for each Task Order (TO)
 - Invoice in Wide Area Work Flow (WAWF).
- MSR shall be sent electronically to the On-Site COR and the TSSO Mailbox listed below no later than the 18th of the following month.

usarmy.jble.CAC.mbx.atsc-tss-contracts@mail.mil



Monthly Status Report

~~(MSR)~~

- MSR shall list the following items as a minimum:

- 1) MONTH
- 2) STATUS
- 3) CONTRACTUAL INFORMATION
- 4) FISCAL STATUS
- 5) STATUS OF ACTION ITEMS
- 6) ISSUES
- 7) RISKS

*** A “sample MSR” can be provided upon request***



Duties of On Site COR (Per CAC MOU Nov 2011)

As the designated On Site COR, your duties and responsibilities are as follows:

- Provide technical guidance to the Contractor on the requirements as set forth in the Task Order contract. Any issues between yourself and the Contractor must be brought to the attention of the TSS Contract COR immediately. The ATSC COR will work with the Contracting Officer (KO) to resolve issues.
- Review Contractor MSR and provide a signed/dated 1st page to usarmy.jble.CAC.mbx.atsc-tss-contracts@mail.mil or Fax: (757) 878-4508, within 48 hours of receipt.



Duties of On Site COR (continued)

- Notify the TSS Contract COR immediately, if it appears the Contractor is changing the scope of the contract or delivery schedules.
- Act as liaison between TSS Contract COR and Contractor. Forward all questions, comments, requests for additional information on contract content, deliverables, etc. to the TSS Contract COR.
- Conduct inspections/surveillance and accept supplies or services specified for this TO.
- Systematically monitors the Contractor's efforts to ensure the technical requirements and intent of the TO contact is on schedule.



Duties of On Site COR (continued)

- Promptly reject, in writing, all work that does not comply with TO requirements. Notify the Contractor in writing and copy furnish the TSS Contract COR. Ensure the Contractor takes the appropriate corrective action to resolve the discrepancies.
- Authorize the Contractor to travel if allowed by the referenced TO and if adequate travel dollars are available. This authorization must be in writing.
- Notify the ATSC COR and TA upon notification of Contractor's change of status, i.e., termination, retirement, contract expiration. Retrieve Contractor's CAC and return it to the nearest RAPIDS/ID Card site for proper disposition. These procedures are necessary to track and ensure quality assurance for the Contractor's CAC information stored in the TASS database. Upon notification to the TSS Contract COR and TA, Contractor's CAC status will be revoked in the TASS after confirmation from the Prime Contractor and On-site COR.



Duties of On-site COR (continued)

- You are not authorized to make any agreement(s) or commitment(s) involving a change in price, quantity, quality, place of performance, or delivery schedule.
- If you have a change in duty station or assignment which will prohibit you from carrying out your designated On Site COR duties, request you advise the TSS Contract COR at least 30 days prior to the effective date of change and provide a recommendation for another individual as your successor.
- This designation shall remain in effect during the life of the TO contract, unless specific circumstances dictate earlier revocation. Authority as On Site COR is not transferable.



Duties of On-site COR (continued)

- The On-Site CORs will be required to upload their task order *monthly surveillance checklist/QASP reports stating surveillance has been completed in VCE.
- TSSO CORs will upload the actual vendor's MSR and surveillances that are conducted by the TSSO.



Training Support Services Office (TSSO)

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